



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 15, no. 08

GP 3.16/3-2:15/08

June 15, 1994

Item Selection Cards Due July 1, 1994

The amendment of item selection postcards for the 1994 Annual Item Selection Update Cycle are due in LPS by July 1, 1994. Any cards received after that date will be held until the next Update Cycle, in 1995, and will not become effective until October 1995. Selections received by July 1, 1994 will become effective in October, 1994.

The July 1 deadline applies only to items being added to a library's selections. Items may be deleted at any time.



Depository Directory Now Available On the Federal Bulletin Board

The Library Programs Service (LPS) is pleased to announce the availability of depository library directory information on the Federal Bulletin Board (FBB). A subset of this information will appear in paper as a Joint Committee Print entitled **A Directory of U.S. Government Depository Libraries** in June 1994.

The depository profile information was compiled from data supplied by the nearly 1,400 Federal depository libraries on the 1993 "Biennial Survey of Depository Libraries." Each profile contains the depository library number, congressional district, name, address, city, state, and zip code. The depository type (selective or regional); library type (land-grant, agency, law, etc.); size of library (small, medium, or large); type of designation (representative, senator, etc.); and year of designation is included. The names of the library director and documents librarian also appear. The documents librarian's telephone number, the public service telephone number, and fax number are in the record.

The profile database is free. It is in dBase format and takes 45 minutes to download at 9600 baud. It will be updated quarterly as additions and changes are reported to LPS.

To access the FBB, dial: **(202) 512-1387**

or telnet to the Internet address: **<federal.bbs.gpo.gov 3001> .**

From the FBB main menu, key in : **<G> (Federal Depository Library files).**

From the Federal Depository Library Program files, key in: **<1> (Depository Library files).**

From that screen, press: **<D> .**

At the prompt, key in: **<profiles.dbf> .**

At the next prompt, key in a download option.

```

DEPOSITORY #: 0999A                                CONGRESSIONAL DISTRICT:01

NAME: University of Anytown
LIBRARY: Miller Library
MAIL ADDRESS: P.O. Box 12345
STREET: 543 High Street
CITY: Anytown                STATE:MA    ZIP: 01234-5678

DEPOSITORY TYPE:S              LIBRARY TYPE:AG          SIZE OF LIBRARY:L
TYPE OF DESIGNATION:RD        YEAR OF DESIGNATION:1909

LIBRARY DIRECTOR'S NAME
FIRST NAME & MIDDLE INITIAL:Mary      LAST NAME:Smith
DOCUMENTS COORDINATOR'S NAME
FIRST NAME & MIDDLE INITIAL:John      LAST NAME:Doe
DOCUMENTS COORDINATOR'S PHONE NUMBER:(202)543-2111:
PUBLIC SERVICE PHONE NUMBER: (202)543-1234:      FAX: (202)543-6788:

Command :<C>:PROFILE                               :Rec: 1/1391

```

Enter a FoxBASE+ command



Microfiche Contractors Default

In January 1994, two contractors defaulted on the full service microfiche conversion and shipping contracts. The contractors, Bell & Howell and Independent Professionals, Inc., returned the documents to GPO. The documents have been resubmitted for conversion and distribution to depositories.

Unfortunately, the defaulting contractors did not provide accurate records showing which microfiche had been distributed and which documents had yet to be converted. The quantity of material returned and the inaccurate information provided by the defaulting contractors have made it difficult to determine if the materials were distributed previously. As a result, many depositories are receiving duplicate titles. GPO apologizes for the inconvenience caused by these duplicate titles. However, in order to insure that all the defaulted material is distributed to the libraries in the most timely manner, occasional duplicate materials will be sent to the libraries. The libraries should treat the duplicate titles as "secondary" copies and process them as directed in the **Instructions to Depository Libraries**, Chapter 4.C.

Claims for microfiche distributed by either Bell & Howell or Independent Professionals, Inc. should be sent to GPO. We will attempt to fill the claims for the microfiche previously distributed by these two contractors. Send the claims to:

Stevie R. Gray
Chief, Micrographics Control Section
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401

If you have questions about these contracts please contact Stevie Gray at (202) 512-1060.

Bell & Howell distributed shipping lists 93-1269 and 93-1272 through 93-1279 without the microfiche. The microfiche has been returned to GPO and will be shipped out under new shipping list numbers.



Depository Inquiry Form Better Than Internet For Some Communications

Now that LPS has access to the Internet, LPS staff have gained some experience in receiving online inquiries from depository librarians. The Depository Administration Branch has found, however, that many of the inquiries sent via e-mail would be more suitable on the "Depository Library Inquiry Form." E-mail is not allowing more timely processing, but is rather adding an additional step to the process.

Since GPO does not maintain a documents collection, libraries may need to supply documentation in the form of photocopies of title pages, etc., to support classification questions or reports of fugitive publications. If the inquiry is sent on e-mail, LPS staff must often contact the library to supply needed documentation. The established procedures for the "Depository Library Inquiry Form," on the other hand, allow GPO staff to systematically respond to all types of requests. It is easier for the depository staff to attach all needed documentation to the Inquiry Form at the outset, rather than providing it at a later date.

LPS is committed to providing a timely response to all inquiries, but there are insufficient staff to respond to complicated e-mail requests dealing with classification inquiries and acquisitions within the necessarily limited time frame associated with e-mail.



Cataloging Branch Profiles: Steven Uthoff, Administrative Librarian (Cataloging)

Steven Uthoff has been Administrative Librarian (Cataloging) since May 1991. He received a Bachelor of Arts (History) from the University of Iowa in 1964 and a Master of Library Science degree from the University of Oklahoma in 1967.

Before coming to GPO, he held positions in libraries at the University of Iowa (where he worked at the College of Engineering Library and the former Mathematics and Physics Library), the University of Washington, the University of Wisconsin-Green Bay, and the U.S. Department of Transportation. His assignments in these libraries included cataloging, acquisitions, reference, participation in development and operation of local automated systems, participation in several interlibrary cooperation projects, and work in other public service and technical service areas.

His career at the U.S. Government Printing Office began in 1982 as a cataloger at the former Records Branch (now the Bibliographic Systems Branch). In 1984 he transferred to the Cataloging Branch where he worked as a serials cataloger until 1991. While a serials cataloger, he was the series liaison to the Library of Congress, Name Authorities Cooperative Project, for over three years and a liaison to CONSER for several years.



Readers Exchange

Model Item Selection Update Procedures in Place At Suffolk University Law School

When Greta Boeringer, GPO Library Inspector, arrived at the Suffolk University Law School Library in Boston, MA, she was impressed by the library's detailed written procedures for processing the item selection update. While many libraries keep notes throughout the year on item selections, the Suffolk University Law School Library completes the recommended zero-based review. Madeleine G. Wright, Pallot Librarian, Suffolk University Law School Library, in providing LPS with a copy of this portion of the library's manual, notes that the Law School Library has a selective housing agreement with the university's Sawyer Library.

ANNUAL ITEM SELECTION AND GENERAL MAINTENANCE

Each year we receive an item selection update profile printout from the GPO. This generally arrives in May. The printout contains all item numbers available for selection from the GPO. Items that we select are marked with a "Y."

Also received are a packet of Amendment of Selections Cards and instructions from the GPO.

Annual Item Selection Process

The following procedures are performed when we receive the printout:

1. All printout items marked "Y" are highlighted.
 - a. Each highlighted item is checked against our items received cards and marked College or Law.
 - b. Any discrepancies are noted and corrections are made on the item cards. An example is a missing item card. We need to create an item card if there is no item card for an item we receive.
2. The highlighted items on the printout are:
 - a. Used to identify and highlight items we receive in the **List of Classes of U.S. Government Publications Available for Selection by Depository Libraries**.
 - b. Each item number and SuDoc class, in the **List of Classes**, are highlighted and identified as College or Law.

3. Review our Collection Development Policy. Changes will be made based on consultation with the Library Director, Reference staff, Sawyer Library, and other local depositories.
4. The **List of Classes** is:
 - a. Reviewed for items we find pertinent or nonpertinent to our collection. Any suggestions for deletions or additions must be approved by the Library Director. The Depository Librarian will also seek advice from reference librarians and consult with other area depositories.
 - b. Sent to the Sawyer Library for review of items Sawyer wishes to add or delete.
5. Copies of the selection cards are made for our records. The Amendment of Selection cards are then sent to GPO by the selection deadline.
6. Update our Selection List and Items Received Card File.
 - a. Our Selection List includes all items received by the Law Library and the Sawyer Library. It is organized following the **List of Classes** format.
 - b. A copy of our Selection List is placed at the Mugar Reference Desk, the Mugar Reserve Desk, the Pallot Front Desk and sent to Kristin Djorup at the Sawyer Library, Bette Siegel at the State Library, and Dave Turkalo at the Social Law Library.
7. All changes are:
 - a. Marked on the selection update printout.
 - b. Item cards are typed and dated for new selections.
 - c. Items cards for deselected items are dated and removed from the Items Received File and refiled in the Items Not Selected File.

Annual Maintenance

1. Overall annual maintenance is done after the Spring Semester and includes:
 - a. Highlighting items we receive in the **GPO Superseded List**.
 - b. Using the **Superseded List** to review our SuDoc check-in shelflist in order to make sure superseded instructions are up-to-date and accurate.
 - c. Shelfreading our SuDoc collection and weeding superseded items that were not removed during our usual shelving process.
 - d. Checking for appropriate book dummies.

- e. Making sure collection is neat, in appropriate shelf boxes or binders and labeled correctly.
 - f. Examining our collection for possible discarding.
 - g. Contacting the Sawyer Library to find out if they need to discard any documents.
2. Follow the discard procedures as outlined in Chapter 4 of **Instructions to Depository Libraries**.
3. Inactive or Discontinued Items
- a. Using the **GPO Inactive or Discontinued Items From the 1950 Revision of the Classified List**, check the tables in our Selections list against items in the GPO list. Remove any item cards from our currently received file which have been discontinued and file those cards in the discontinued inactive file.
 - b. Update our Selections List.
4. Review and update our Procedures Manual.



Special Offer on Selected Documents, No. 5

June 1, 1994

[This special offer was sent to depository libraries in shipment boxes the week of May 23, 1994.]

The National Archives has authorized the Library Programs Service to make selected titles of the **Public Papers of the Presidents of the United States** (Item 0574-A; SuDocs AE 2.114:) available to depository libraries.

Some of this material has been in storage for up to 20 years, and neither GPO nor the National Archives can guarantee the condition of the publications. However, the publications inspected in a random sampling were in good condition.

Limited quantities of each title are available to depositories on a first come, first served basis. When stocks are exhausted, no notification will be sent, due to limited staff.

Libraries may request 1 copy of any of these publications by marking these sheets and returning them by mail or fax **before July 29, 1994**.

Please circle the titles you wish to order. To expedite your order, please send all your requests at one time.

Special Offer No. 5 - June 1, 1994

Return to LPS by July 29, 1994

Public Papers of the Presidents of the United States
AE 2.114:

(1)

Stock number	Title (Circle to request)
022-911-00001-5	Herbert Hoover 1929
022-911-00002-3	Herbert Hoover 1930
022-911-00003-1	Herbert Hoover 1931
022-911-00004-0	Herbert Hoover 1932-1933
022-911-00005-8	Herbert Hoover, Proclamations, Executive Orders, 1929-1933, V. 1-2
022-911-00054-6	Harry S. Truman 1945
022-911-00055-4	Harry S. Truman 1946
022-911-00008-2	Harry S. Truman 1947
022-911-00009-1	Harry S. Truman 1948
022-911-00010-4	Harry S. Truman 1949
022-911-00011-2	Harry S. Truman 1950
022-911-00012-1	Harry S. Truman 1951
022-911-00013-9	Harry S. Truman 1952-1953

Fax to: (202) 512-1432
 or
 Mail to: Special Offer 5
 U.S. G.P.O.
 Library Programs Service (SL)
 Washington, DC 20401

Library No. _____

Library Name _____

Address _____

City, State, Zip _____

Special Offer No. 5 - June 1, 1994

Return to LPS by July 29, 1994

Public Papers of the Presidents of the United States
AE 2.114:

(2)

Stock number	Title (Circle to request)
022-911-00014-7	Dwight D. Eisenhower 1953
022-911-00056-2	Dwight D. Eisenhower 1954
022-911-00057-1	Dwight D. Eisenhower 1955
022-911-00015-5	Dwight D. Eisenhower 1956
022-911-00016-3	Dwight D. Eisenhower 1957
022-911-00017-1	Dwight D. Eisenhower 1958
022-911-00018-0	Dwight D. Eisenhower 1959
022-911-00019-8	Dwight D. Eisenhower 1960-1961
022-911-00020-1	John F. Kennedy 1961
022-911-00021-0	John F. Kennedy 1962
022-911-00022-8	John F. Kennedy 1963

Fax to: (202) 512-1432

or

Mail to: Special Offer 5
U.S. G.P.O.
Library Programs Service (SL)
Washington, DC 20401

Library No. _____

Library Name _____

Address _____

City, State, Zip _____

Special Offer No. 5 - June 1, 1994

Return to LPS by July 29, 1994

Public Papers of the Presidents of the United States
AE 2.114:

(3)

Stock number	Title (Circle to request)
022-911-00023-6	Lyndon B. Johnson 1963-1964, Bk. 1
022-911-00024-4	Lyndon B. Johnson 1963-1964, Bk. 2
022-911-00025-2	Lyndon B. Johnson 1965, Bk. 1
022-911-00026-1	Lyndon B. Johnson 1965, Bk. 2
022-911-00027-9	Lyndon B. Johnson 1966, Bk. 1
022-911-00028-7	Lyndon B. Johnson 1966, Bk. 2
022-911-00029-5	Lyndon B. Johnson 1967, Bk. 1
022-911-00030-9	Lyndon B. Johnson 1967, Bk. 2
022-911-00031-7	Lyndon B. Johnson 1968-1969, Bk. 1
022-911-00032-5	Lyndon B. Johnson 1968-1969, Bk. 2

Fax to: (202) 512-1432

or

Mail to: Special Offer 5
 U.S. G.P.O.
 Library Programs Service (SL)
 Washington, DC 20401

Library No. _____

Library Name _____

Address _____

City, State, Zip _____

Special Offer No. 5 - June 1, 1994

Return to LPS by July 29, 1994

Public Papers of the Presidents of the United States
AE 2.114:

(4)

Stock number	Title (Circle to request)
022-911-00033-3	Richard Nixon 1969
022-911-00034-1	Richard Nixon 1970
022-911-00035-0	Richard Nixon 1971
022-911-00036-8	Richard Nixon 1972
022-911-00037-6	Richard Nixon 1973
022-911-00038-4	Richard Nixon 1974
022-911-00039-2	Gerald Ford 1974
022-911-00040-6	Gerald Ford 1975, Bk. 1
022-911-00041-4	Gerald Ford 1975, Bk. 2
022-911-00043-1	Gerald Ford 1976-1977, Bk. 1
022-911-00044-9	Gerald Ford 1976-1977, Bk. 2
022-911-00045-7	Gerald Ford 1976-1977, Bk. 3

Fax to: (202) 512-1432

or

Mail to:

Special Offer 5

U.S. G.P.O.

Library Programs Service (SL)

Washington, DC 20401

Library No. _____

Library Name _____

Address _____

City, State, Zip _____

*Special Offer No. 5 - June 1, 1994***Return to LPS by July 29, 1994****Public Papers of the Presidents of the United States
AE 2.114:****(5)**

Stock number	Title (Circle to request)
022-911-00046-5	Jimmy Carter 1977, Bk. 1
022-911-00047-3	Jimmy Carter 1977, Bk. 2
022-911-00048-1	Jimmy Carter 1978, Bk. 1
022-911-00049-0	Jimmy Carter 1978, Bk. 2
022-911-00050-3	Jimmy Carter 1979, Bk. 1
022-911-00051-1	Jimmy Carter 1979, Bk. 2
022-911-00052-0	Jimmy Carter 1980-1981, Bk. 1
022-911-00053-8	Jimmy Carter 1980-1981, Bk. 2
022-911-00059-7	Jimmy Carter 1980-1981, Bk. 3

Fax to: (202) 512-1432

or

Mail to: Special Offer 5
U.S. G.P.O.
Library Programs Service (SL)
Washington, DC 20401

Library No. _____

Library Name _____

Address _____

City, State, Zip _____

Special Offer No. 5 - June 1, 1994

Return to LPS by July 29, 1994

**Public Papers of the Presidents of the United States
AE 2.114:****(6)**

Stock number	Title (Circle to request)
022-911-00058-9	Ronald Reagan 1981
022-911-00060-1	Ronald Reagan 1982, Bk. 1
022-911-00061-9	Ronald Reagan 1982, Bk. 2
022-911-00062-7	Ronald Reagan 1983, Bk. 1
022-911-00063-5	Ronald Reagan 1983, Bk. 2
022-911-00064-3	Ronald Reagan 1984, Bk. 1
022-911-00066-0	Ronald Reagan 1984, Bk. 2
022-911-00067-8	Ronald Reagan 1985, Bk. 1
022-911-00068-6	Ronald Reagan 1985, Bk. 2
022-911-00069-4	Ronald Reagan 1986, Bk. 1
022-912-00038-1	Ronald Reagan 1986, Bk. 2
022-911-00070-8	Ronald Reagan 1987, Bk. 1
022-911-00071-6	Ronald Reagan 1987, Bk. 2
022-911-00072-4	Ronald Reagan 1988, Bk. 1
022-911-00075-9	Ronald Reagan 1988-1989, Bk. 2

Fax to: (202) 512-1432

or

Mail to: Special Offer 5
U.S. G.P.O.
Library Programs Service (SL)
Washington, DC 20401

Library No. _____

Library Name _____

Address _____

City, State, Zip _____

*Special Offer No. 5 - June 1, 1994***Return to LPS by July 29, 1994****Public Papers of the Presidents of the United States
AE 2.114:****(7)**

Stock number	Title (Circle to request)
022-911-00073-2	George Bush 1989, Bk. 1
022-911-00074-1	George Bush 1989, Bk. 2
022-911-00077-5	George Bush 1990, Bk. 1
022-911-00076-7	George Bush 1990, Bk. 2
022-911-00078-3	George Bush 1991, Bk. 1
022-911-00079-1	George Bush 1991, Bk. 2
022-911-00080-5	George Bush 1992-1993, Bk. 1
022-911-00081-3	George Bush 1992-1993, Bk. 2



Fax to: (202) 512-1432

or

Mail to: Special Offer 5
U.S. G.P.O.
Library Programs Service (SL)
Washington, DC 20401

Library No. _____

Library Name _____

Address _____

City, State, Zip _____

Table of Contents

Item Selection Cards Due July 1, 1994	1
Depository Directory Now Available On the Federal Bulletin Board	1
Microfiche Contractors Default	3
Depository Inquiry Form Better Than Internet For Some Communications	4
Cataloging Branch Profiles: Uthoff	4
Readers Exchange: Model Item Selection Update Procedures	5
Special Offer on Selected Documents, No. 5	8

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is published on the 15th day of each month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
U.S. Government Printing Office
Library Programs Service, SLL
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 512-1130